Ladygrove Primary School and Nursery
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Shropshire
TF4 2LF
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Email: A2168@taw.org.uk
Website:http://ladygroveprimary.co.uk

Headteacher: Joanne Weichlbauer
Bed(Hons)NPQH
School Business Manager: Kasha Millar

December 2023

REF: Focused Attendance Week – Attendance Information

Dear Parents/Carers,

Our next Focused Attendance Week **will run from Monday 4th December 2023 – Friday 8th December 2023.** Here at Ladygrove we monitor attendance on weekly basis, however we would like you, as parents/carers, to work with us to ensure that your children attend school on time, on a regular basis.

The class with the highest attendance and punctuality for Focused Attendance Week will earn an extra session of 'Golden time'.

We believe that working together with parents and carers is the best way to result in positive attendance outcomes for our children. We promote good attendance and punctuality with the children in our school. Certificates are given termly in recognition of 100% attendance.

We also have a weekly class attendance competition with the winning class in KS1 and KS2 being awarded the school attendance mascots to proudly display. The attendance racetrack is visible in our entrance for everyone to see.

Miss Barton our Family Support Worker is also our Attendance Lead and is happy to work with both children and families to improve attendance and punctuality. Please contact school if you would like some support or advice to improve your child's attendance.

Reporting Pupil Absence

Can we please ask parents/carers that if your child is not going to be attending school you must contact the school attendance line on 01952 388370 option 2 or email ladygrove.absence@taw.org.uk before 8:45am. If no contact is made by midday a home visit will be carried out by a member of our pastoral team. Please remember to include your child's name and class teacher and a description of your child's illness/symptoms. If your child just seems off colour, send them in as sometimes they perk up once here. If your child has **sickness and/or diarrhoea,** then they must stay off for **48 hours after the last episode**. If you are unsure and need advice, please call. Also, if you wish to inform us of an appointment the best way to do this is via email.

Lateness

School doors open at 8.35am and close at 8:45am. Any child arriving after 8:45am will be marked as late. This also brings down their attendance percentage for the year. All our children start the day with phonics and/or reading lessons or maths lessons. If your child is late for these lessons, they are missing vital learning.

Leave During Term Time

In agreement with our Governing body, our school does not allow holidays during term time. We appreciate that sometimes there may be exceptional circumstances where this is unavoidable. On these occasions, permission must be sought from our Head Teacher and consent may be given. Any holidays taken without prior permission will be recorded as unauthorised and fines may be issued.

Support

We hold meetings with the Education Welfare Officer every three weeks who sends out letters when a child's attendance falls too low and is not improving. Miss Barton reviews school attendance on a weekly basis and will make phone calls home, complete home visits, and hold attendance support meetings with parents. If you are experiencing any difficulties with getting your children to school, please do not hesitate to contact us for advice and support.

Kind Regards



Mrs Weichlbauer